



# Platicamos-ARMA

## Northern New Mexico Chapter

Volume 3, Issue 11  
June 2002

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Ana Martinez  
Editor  
505-667-5158  
anam@lanl.gov

### **President's Message**—*Barb Ricci*

Hello Membership,

Hard to believe a year has past and my term is nearing an end. As I reflect on this past year I am proud to see that our Chapter has continued in an upward progression offering education, resource sharing and opportunities for membership. This year many of our committees actively produced positive results for our Chapter. Thank you committee chairs and all the committee members who dedicated their time, resources and talent to insure all our projects were successful. A special thank you to Ana Martinez, our Newsletter Editor who made sure to keep everyone current on the Chapter's functions in a creative and entertaining medium and to Liddie Martinez, Program Chair who provided us with a monthly presenter that always left the group learning something new and wanting more.

To our Board of Directors, a great group of talented leaders who were always eager to make the NNMARMA Chapter the best in our region, I thank you for your hard work and dedication. As President you made my tenure rewarding and fulfilled. During our Planning Retreat, every Board Member committed to achieving a long list of goals along with some high expectations. We met our goals and even surpassed many of them. Our goal to increase membership by 10% was surpassed when we grew our Chapter by 27%. Wow!

To our seventy-five members,

thank you for your membership and commitment to learning more about your industry and profession. Without your membership we would not exist and we know that we must continue to meet your needs to keep you as a member. The diversity of our group has added so much value to this association and I encourage you to continue to take advantage of these opportunities.

I would like to personally congratulate your new President Elect; Sherry Guthrie who I know will continue all our efforts and do a great job for the Chapter. To Karen Kreutzer, Vice-President Elect, who has decided to get back into a leadership role and continue to share her many talents. To Liz Trujillo, Secretary Elect who has some big shoes to fill but I know will do great at precise minutes and recall on behalf of the Chapter. And to our new Treasurer Elect, Ernest Maestas, who has been our audit chair for the past two years. I know with Ernest's background in number crunching he will continue to add value to his new role. Installation of our new officers will be held on June 20, in Santa Fe at State Land Office.

It has been an honor to serve you, as I am grateful for the opportunity afforded to me. I wish you all the best in your daily endeavors and know that together the NNMARMA Chapter will remain an outstanding group of professionals.

Respectfully,  
Barb Ricci

"Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for federal income tax purposes."

## **DIGITAL READINESS**

**Submitted by: Lucille Sisneros**

Throughout the nation, governments are changing the way in which they deliver services. The transition to digital government requires not only new technologies, but also the way staff members do business. Governments are having to adapt to the Information Age and sometime struggle with leaving behind the way we “used to do” business, the traditional way.

### **THE FOUR C’S OF READINESS**

**COMMITMENT:** Commitment is the most critical attribute an agency needs to succeed in moving to digital government. Moving to a digital environment is going to require nothing less than a cultural change for the entire organization. Communications, organization, and resource allocation will all be impacted. Because the Internet requires such radically different approach to problem solving and prioritization, it is necessary to generate a Web enabling mindset across the entire organization, one in which employees at all levels begin to “think digitally.”

**CUSTOMERS:** To attract citizens to agency sites and get them to use the application, agencies have to think like the citizens: what do they want and how do they want to get it? Agencies need to inventory their opportunities for putting services online and then give priority to those that the public most wants and needs. Online services must be easy to use, and must require a minimum of learning on the part of the citizen; navigation from one application to another should be easy for the customer.

**COORDINATION:** Coordination is a critical element because Internet applications must work in conjunction with other applications. Coordination and communication should be instilled throughout the organization on a vertical and horizontal basis. Vertical coordination ensures that all aspects and impacts of the project are identified and addressed. Horizontal coordination, accomplished by encouraging staff at all levels to participate in appropriate steering and advisory groups for digital govern-

ment, ensures that online government services function on an enterprise wide basis and that the agency’s needs are met by infrastructure and policy.

**CAPABILITY:** Is the agency capable of Web development financially, staff resources, technical maturity, and flexibility? Without a doubt it will take more than \$500 and an intern! By breaking the task into its stages of needs assessment, design, development, and deployment (including training), an agency can begin to identify the needed resources for the task.

## **NNM ARMA Members**

### **COTY– By Barb Ricci**

The COTY Committee has been busy writing and recording our successful year. We are proud of our accomplishment and feel it is important to documents our year as well as share this information with our sister Chapters. We are moving right along with the process but require individuals who have great editing, publisher and organizational skills and want to share their talent. Please plan on attending any of the June meetings that are scheduled:

June 5, 2002 10:00 am- 12 Noon  
at IMAGIC Business Solutions, Espanola  
June 11, 2002 10:00 am – 12 noon  
at IMAGIC Business Solutions, Espanola  
June 18, 2002 10:00 am – 2:00 pm  
at IMAGIC Business Solutions, Espanola

If you need additional information on how you can help, please contact Barb Ricci, President at 505-747-4177 or bricci@imagicdzi.com.

## **How to Improve the Industry of Records Management**

**By Joseph V. Valdez, II**  
**Agency Management Analyst**  
**New Mexico State Records Center & Archives**

The Industry of Records Management (Industry) as a profession is directly involved within the management of information. Given this, the professionals within the Industry must stay abreast of the emerging technological advancements through which society conducts and exchanges its important information. Hence, the overall key to the improvement of the Industry, lies within the improvement of the professionals themselves, and their abilities to improve their technological skills, so that the Industry becomes society's best asset for the management, maintenance, and control over the exponentially increasing amounts of information that our society uses and has come to rely upon as a norm in society's life.

One of greatest misnomers existing within our world today rests with the professionals within the computer industry's use of the term Management Information Systems (MIS). The reason for this rests solidly with the fact that there is little if any management of the information that their latest innovations create. Indeed, an analysis of the Information Systems (IS) profession as a whole will put one into contact with the knowledge that it is for the most part comprised of programmers, plus your IS savvy data entry personnel and electrical engineers. However, once professionals within our Industry were able to acquire the skills of computer literacy, and were then able to apply the basic tenants and practices involved with managing information on records or documents to the electronic data, it was then and only then that the IS innovations could be considered valuable pieces of business equipment through which our society could conduct substantial business affairs. It was also at this point that IS devices became more important pieces of business equipment, other than high-end typewriters through which important information could be easily composed, developed, and manipulated. A greater in-depth view of this point may be obtained from Cynthia Launchbaugh's article "The Writing on the Wall" within the March/April 2002 edition of *The Information Management Journal*, from the following:

*Information technology has centered on collecting, storing, transmitting, and presenting data - or the "T" in IT. That focus is shifting, however, to the*

*"I" or the meaning of information and its purpose... CEOs are looking for new skills and perspectives from their CIOs...This new CIO's role is strategic, "focused on shaping top level business needs and expectation across the enterprise" instead of technology implementation...As this new CIO role takes shape, new opportunities emerge for others within the information management systems organization.*

Despite this epiphany, the professionals within our Industry must continue to stay abreast of technological advancements that our society comes to rely upon. This is needed so that those innovations may become the means that our society may be able to viably harness, control, and utilize for the technological advancement of society itself. To this end, I would like to draw attention to Alan A. Andolsen's article "On the Horizon," which may also be found within the March/April 2002 edition of *The Information Management Journal*. In it Mr. Andolsen predicts that the greatest challenge to professionals within our Industry over the next 5 years will come from the ever exploding amounts of information that will need to be managed due the availability of 1) wireless technologies and 2) the web. Mr. Andolsen also touches upon 3) the need for the strategic distribution of digital storage methods from the impact of 9-11, 4) overcoming human language barriers on a worldwide basis, and 5) the ramifications on the commercial introduction of flexible transistors. While some of these topics hold greater weight than others, these topics nevertheless serve as a basis from which professionals within our Industry may begin to become technologically savvy upon.

All told, the improvement of our Industry rests solely upon the professionals within our Industry. The measurement of that improvement will rest upon how great the insight of the professionals within our Industry are, plus the fortitude of the professionals within our Industry to acquire the technological skills and abilities to harness and control the information from the emerging technologies. These requisites to improvement will allow our society to maximize upon the investments that it expends on those technologies, and it is this optimum maximization of society's investment on the returns from technology that will determine how important our Industry is to society.

## **SUCCESS**

*Submitted by: Lucille Sisneros*

*SUCCESS IS SPEAKING WORDS OF PRAISE,  
IN CHEERING OTHER PEOPLE'S WAYS,  
IN DOING JUST THE BEST YOU CAN'  
WITH EVERY TASK AND EVERY PLAN,  
IT'S SILENCE WHEN YOUR SPEECH WOULD  
HURT,  
POLITENESS WHEN YOUR NEIGHBOR IS CURT,  
IT IS DEAFNESS WHEN THE SCANDAL FLOWS,  
AND SYMPATHY WITH OTHERS' WOES,  
IT IS LOYALTY WHEN DUTY CALLS,  
IT IS COURAGE WHEN DISASTER FALLS,  
IT IS PATIENCE WHEN THE HOURS ARE LONG,  
IT IS FOUND IN LAUGHTER AND IN SONG,  
IT IS IN THE SILENT TIME OF PRAYER,  
IN HAPPINESS AND IN DESPAIR,  
IN ALL OF LIFE AND NOTHING LESS,  
WE FIND THE THING WE CALL SUCCESS.*

Do not take for granted the things  
closest  
to your heart. Cling to them as  
you would your life.  
For without them,  
Life is meaningless...

## **NNMC/ARMA Membership Meeting**

**AGENDA  
June 20, 2002**

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests and New Members
5. Adoption of Agenda
6. Approval of Minutes
  - a. May
7. Acceptance of Reports
  - a. Treasurer's Report (Barbara Taylor)
  - b. Ristra Rewards (Karen Kreutzer)
  - c. Membership Report (Stacey and Jerrold)
8. Unfinished Business
  - a. SIMM Project Results (Barb Ricci)
  - b. COTY (Barb Ricci)
  - c. Community Days de Santa Fe Results (Barb Ricci)
  - d. Other
9. New Business
  - a. Installation of new Officers (Mary Beth Hames)
  - b. Other
10. Presentation: "Installation of New Board of Directors" By Mary Beth Hames, Regional Coordinator Santa Fe, New Mexico.
11. Announcements
  - a. Next meetings— Board Meeting – 7/26 at Leadership Conference  
Membership Meeting –  
"Installation of New Board of Directors" Santa Fe, State Land Office.
12. Adjournment

## Chapter Officers

**Barbara Ricci, Prsident**  
IMAGIC Business Solutions  
411. S. Santa Clara Bridge Road  
Espanola, NM 87532  
(505) 747-4177

**Sherrie Guthrie, Vice-President**  
Protection Technology Los Alamos  
P.O. Box 1400  
Los Alamos, NM 87544  
(505) 667- 7884

**Lucille Sisneros, Secretary**  
NM State Land Office  
P.O. Box 1148  
Santa Fe, NM 87504-1148  
(505) 827-5852

**Barbara Taylor, Treasurer**  
Los Alamos County-Police Department  
2500 Trinity Drive  
Los Alamos, NM 87544  
(505) 662-8226

**Karen Kreutzer, Ex-Officio**  
NM State Land Office  
P.O. Box 1148  
Santa Fe, NM 87504-1148  
(505) 827-5720



Northern New Mexico  
Chapter-ARMA

## Mission Statement

**“To Advance and Promote  
Records and  
Information Management  
(RIM) by sharing professional  
knowledge and exchange  
experience and information.”**

## Funnies



**"I'll be happy to sign the  
contract. Anybody got  
a crayon?"**



Earn your Ristra Rewards!  
Become a Committee mem-  
ber or Chair.



# CRM CORNER - 2002

(By Sherry L. Guthrie, CRM)

The next due date for applications to take the first five parts of the CRM exam is July 1, 2002. Because some of you may want to get your application in by this deadline, here are some of the highlights for qualifying to take the exam.

The optimum combination of experience and educational requirements are a baccalaureate degree from a four-year accredited college and three years of full time or equivalent professional experience in records management. The Certification Standards Committee of the Board may, at its discretion, accept two years of additional experience as a substitute for one year of education. This matrix for the substitution is as follows:

EDUCATION	PROFESSIONAL EXPERIENCE
4 YEARS (BA)	3 YEARS
3 YEARS	5 YEARS
2 YEARS	7 YEARS
1 YEAR	9 YEARS
HS GRADUATE	11 YEARS

An examination candidate must have acceptable professional work experience in three or more of the following categories:

- Management of a Records Management Program
- Records Creation and Use
- Active Records Systems
- Inactive Records Systems
- Records Appraisal, Retention and Disposition
- Records Protection
- Records Management Technology.

For those of you who have worked in records management positions, the best format is submission of your actual job descriptions dated & signed by both yourself & an appropriate organization official. If job descriptions are not available, letters from employers can be considered, if they contain the needed information. Please, make sure they reference at least Three of the categories listed above.

If you desire assistance with your application, please don't hesitate to call me at 505-667-7884, or e-mail: [sguthrie@lanl.gov](mailto:sguthrie@lanl.gov).

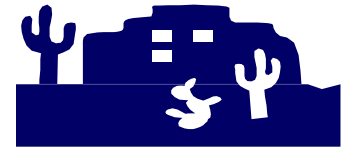
Good luck,

Sherry Guthrie, CRM



Holy Cross Elementary School Teacher, Monica Babicke, accepts recognition award from ARMA President, Barb Ricci, for the excellent essays (SIMM Project) from the fourth grade class.

## Chapter Committees and Chairs



- ◆ **Budget Committee**
  - ◆ **Audit Committee**
  - ◆ **Membership Committee**
  - ◆ **Program/Education Committee**
  - ◆ **Awards/Rista Rewards Committee**
  - ◆ **Newsletter/Historian/Yearbook/COTY**
  - ◆ **Nominations Committee**
  - ◆ **Project ELF Committee**
  - ◆ **Library/CRM Liaison Committee**
  - ◆ **Seminar/Publicity Committee**
  - ◆
- Barbara Taylor  
Ernest Maestas  
Stacey McCall and  
Jerrold Ortega  
Liddie Martinez  
Teresa Garcia  
Ana Martinez and  
Barb Ricci  
Karen Kreutzer  
Dolores Salazar  
Sherry Guthrie and  
Leslie Monslave-Jones  
Sherry Guthrie and  
Theresa Connaughton

Anyone interested in helping in any of these committees please  
Contact the Chairperson listed.

Did you know?  
If you become a  
member of a  
committee you earn  
ristra rewards?  
That's not all  
become a  
chairperson and also  
earn additional  
points

## June 2002 Calendar of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 COTY- Meeting	12	13	14	15
16	17	18 COTY Meeting	19	20 Member- ship meeting	21	22
23	24	25	26	27	28	29
30						



## **ARMA PIONEERS**

*Submitted by Tara L. Waldrop*

From the beginning of time we have had a desire to capture our knowledge and preserve it for the future. Think of the caveman. He had no written language as we know it today, but still he found ways to fulfill his desire to document his knowledge. With crude inks and stains he painted pictures on the walls of his home, no doubt he was proud that what he had learned would not be lost.

Later, when written language began to exist, there was a problem with capturing information in a manner that could be saved and shared. Reading and writing was an art reserved for the clergy and the wealthy. The common man had to count on word of mouth to pass on information. It was the life work of the bard to learn the stories of the past and to stay abreast of current events. He would travel from village to village where crowds would gather to hear what news he had to share, but what he shared was based on his memory and saving the stories meant teaching them to another person.

From the stories told by the bards to the laws and mandates of rulers, eventually much was written on stone and then parchment. In most cases a single copy was all that was created and those were stored in libraries. No one knows how much was lost through the years due to natural causes and war but what has survived can only be a minute fraction of the knowledge of our ancient history.

Even after the creation of commonly known language and the printing press, important documents continued to be stored in a paper and ink format. Although care was given, we have lost much of our ancestral knowledge. What survived is due more to luck than design.

Pioneers of groups like ARMA have existed throughout time. The caveman must have used the best dyes available to create his art and shared what worked best with his tribe. The scribes through the ages no doubt used the best tools available in hopes of preserving what they believed to be the most important knowledge of the day. The librarians of old devoted their lives to the preservation of documents in their care.

As it was through time we strive to do our

best to preserve our documents for the future.

ARMA is comprised of a wonderful pool of the finest minds in the records management field. In groups like ARMA we do our very best to develop and share better ways to capture and maintain knowledge. Records managers are constantly working behind the scenes to make sure that what is learned is not lost.

Like the caveman, the bard, the scribe and all of the records managers through history, I am dedicated to learning the very best ways of capturing and archiving documents. I want to help save what we do today for the people of tomorrow. We do a better job of records preservation now than at any previous time but as technology evolves we must be ready to adapt. ARMA is a great place to learn and share the latest methods in records management. Our offspring need not wonder what we knew, what lessons we learned, they will be able to read or hear or see their history for themselves because we have made it our duty to save it for them.



NNM ARMA Chapter Member—Joseph Valdez, enjoys his volunteered time at Community Days on May 18, 2002.





Community Days de Santa Fe celebrates the history of the Dance as well as other activities. NNM ARMA Chapter participates in this May 18, event.



Leslie Monsalve-Jones, Karen Kreutzer, Teresa Garcia and Barb Ricci, pose as they dedicate their time to promote SIMM at Santa Fe Community Days. Good Job Members!!



Karen Kreutzer, Teresa Garcia, and Barb Ricci, had fun spreading their bubbly cheer to the people at Community Fiesta Days. Another successful SIMM Project.



Students at Holy Cross Elementary enjoyed Banana Splits, compliments of NNM Chapter for the wonderful essays they shared.



Pinon Elementary School students listen to Barb Ricci as she presents them with a recognition award, for their SIMM participation in SIMM. Then comes the other award...Pizza & Giant Cookies!



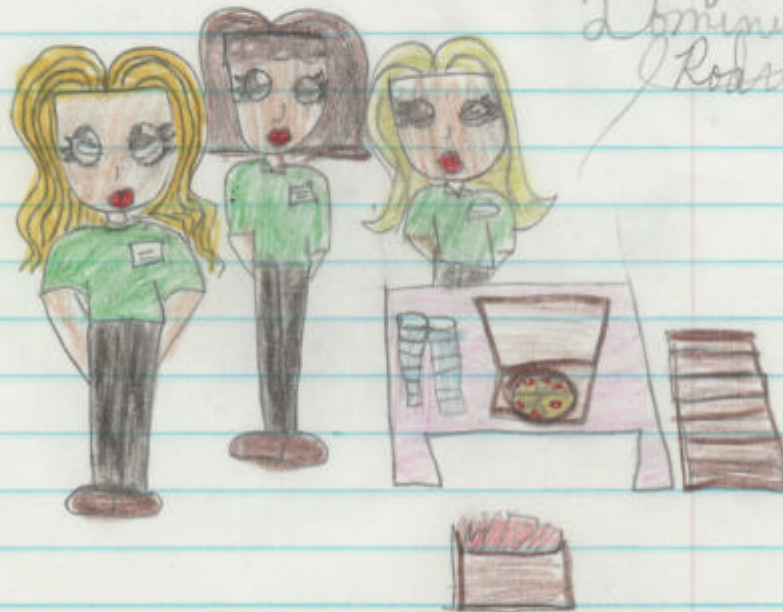
The sixth grade class of McCurdy Elementary enjoy a pizza party in their honor for the SIMM project reports. Everyone had a great time.

5/20/2002

Dear ABMA friends,

Thank you for the pizza,  
the drinks and the desert. It was  
delicious! Thank you for appreciating  
our drawings. Also thank you for  
giving us the ribbon. I learned  
that spending time with your  
grandparents is alot of fun!  
I hope that you liked our reports  
too. Thank you to for making it  
possible.

Your  
friend,  
Dominique  
Rodriguez



### Students Say Thank You to NNMC!

The students of Pinon Elementary sent numerous thank you notes to President Barb Ricci. This particular thank you note has a drawing of the NNMC members in the Chapter's green t-shirt.

## **A GOLDEN OPPORTUNITY FOR RECORDS MANAGERS**

—By Sherry Guthrie

Today's technologies are radically changing (and often improving) our ability to manage historical materials. At the University of Michigan's School of Information Archives and Records Management (ARM) program, you'll apply techniques and concepts- both old and new- to information systems to support records' integrity, authenticity, and long-term preservation.

The University of Michigan (Ann Arbor Campus) is currently offering a program where you can earn your doctorate in Records Management for free (the University will absorb the \$11,000 per semester tuition). You will be given room & board and books free. In addition to your studies, you will be asked to perform 20 hours/week service at a local business,

where you will become familiar with their records management program, while they pay you a monthly stipend. The entire program can be completed within three years. You will have to reside on campus at Ann Arbor Michigan, but you will be given living quarters for you and your family. You will have your summers free.

**Do You Qualify?** You can find out by contacting [si.admissions@umich.edu](mailto:si.admissions@umich.edu), or call C. Olivia Frost, Associate Dean for Professional Services, 734-763-2285.

There does not appear to be a better opportunity today for records managers to earn credentials that will lead to better positions, while being given the change to work along side professionals in the RIM area who are actually using state-of-the-art RIM software systems.

## **2002 Southwest Region Leadership Conference**

*By Karen S. Kreutzer*

The Southwest Region of ARMA, International will be hosting their annual leadership conference on July 26-27, 2002 in Lafayette, Louisiana. The Southwest Region of ARMA, International is the largest of ARMA's twelve regions.

The Southwest region consists of 18 chapters from Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. More particularly these chapters are: El Paso, Dallas, Houston, Lafayette, Amarillo, San Antonio, Rio Grande and Northern New Mexico. Total membership for the region is over 1,300.

The main purpose of the conference is to educate chapter leaders on how to better administer their ARMA chapters and is a great opportunity to network with our chapter's board members.

As in the three previous years, the Northern New Mexico Chapter will continue to send its board members to the conference. As board members, we are enlisting your help to provide us with any questions or concerns you may have that could be addressed by Regional Chapter leaders. Please send your questions to incoming President, Sherry Guthrie @ [sguthrie@lanl.gov](mailto:sguthrie@lanl.gov)

The Leadership conference is open to all southwest region ARMA members. To learn more about the Southwest region, chapter locations, officers, and the leadership conference visit them at <http://www.arnasouthwest.org>

## **Job Postings/Announcements**

201614	RECORDS ASSISTANT	TECH SPEC I	<a href="http://int.lanl.gov/">http://int.lanl.gov/</a>
201918	RECORDS/INFO SPEC	TECH SPEC II	<a href="http://int.lanl.gov/">http://int.lanl.gov/</a>
201948	RECORDS/INFO MNGT SPEC	ASM I	<a href="http://int.lanl.gov/">http://int.lanl.gov/</a>
202015	RECORDS KEEPER 5	OS 05	<a href="http://int.lanl.gov/">http://int.lanl.gov/</a>
	Warehousing		IMAGIC Business Solutions
	Document Preparation		IMAGIC Business Solutions
	Scanning		IMAGIC Business Solutions
	Indexing		IMAGIC Business Solutions
	Quality Control		IMAGIC Business Solutions
			P.O. Box 430
			Espanola, NM 87532
			Fax 747-4408

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### **Southwest Regional Leadership Conference**

**July 25 – 27, 2002**

**Lafayette, LA.**

**Registration \$99.00 per person**

For more information, please contact Barb Ricci at [bricci@imagicdzi.com](mailto:bricci@imagicdzi.com) or at 747-4177. This is a great opportunity to learn more about our Regional Leadership or if you plan on seeking a leadership role in the future this is always a great way to learn from our current leaders.

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### **Next Board Meeting**

**July 26, 2002**

**Lafayette, Louisiana @ Leadership Conference**

**6:00 pm Dinner**

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### **Next Membership Meeting**

**June 20, 2002**

**Santa Fe, State Land Office**

**Mistress of Ceremonies-Mary Beth Hames, Southwest Regional Coordinator**

**RSVP to Barb Ricci by 6/13/2002**

**[bricci@imagicdzi.com](mailto:bricci@imagicdzi.com)**

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### **Congratulations New Board Members**

**President Elect– Sherry Guthrie**

**Vice President Elect– Karen Kreutzer**

**Secretary Elect– Liz Trujillo**

**Treasurer Elect– Ernest Maestas**

**We are all looking forward to another GREAT year!**